

Revision History

This section will contain details of changes to the document.

Date	Version	Description of Updates	Author
10/18/2013	1.1	Original Document.	DDS
7/9/2015	1.2	Added invoice type exception with recent programming changes and additional formatting and rewording for clarity.	K Nabors Gross

UFS Program, Reverse POS Invoice Lines

The program, *Reverse POS Invoice Lines*, is available as Option 15 on the Uniform Fiscal System (UFS) menu PSME23. This program will create a credit invoice to reverse the original Purchase of Service (POS) payment and the associated attendance. This process is recommended to correct Intermediate Care Facility (ICF) State Plan Amendment (SPA) Billing Error Report Invoices.

This program can be used to reverse all invoices including those without attendance records with the following exceptions:

- An invoice that has not been paid.
- An invoice with a contract line (even if that line is in a deleted status).
- An invoice that has been deleted using the POS invoice deletion program (PSME23 Option 10).
- A credit invoice.
- A Denti-Cal invoice.
- A payment adjustment invoice. (Refer to TB421 New UFS Program to Create Retro Payment Adjustments).
- An invoice created using this program.
- Invoices with authorizations for fiscal years prior to the 2nd prior year.
- Invoices that are for Board & Care or Personal & Incidentals with a record in the BORP file.

Step by Step Instructions:

1. Navigate to UFS menu PSME23 *Accounts Payable Services Invoices*, select Option 15. *Reverse POS Invoice Lines*. Press ENTER.

2. Input Batch Initials, Pay Date, POS Vendor number, and POS Invoice number.

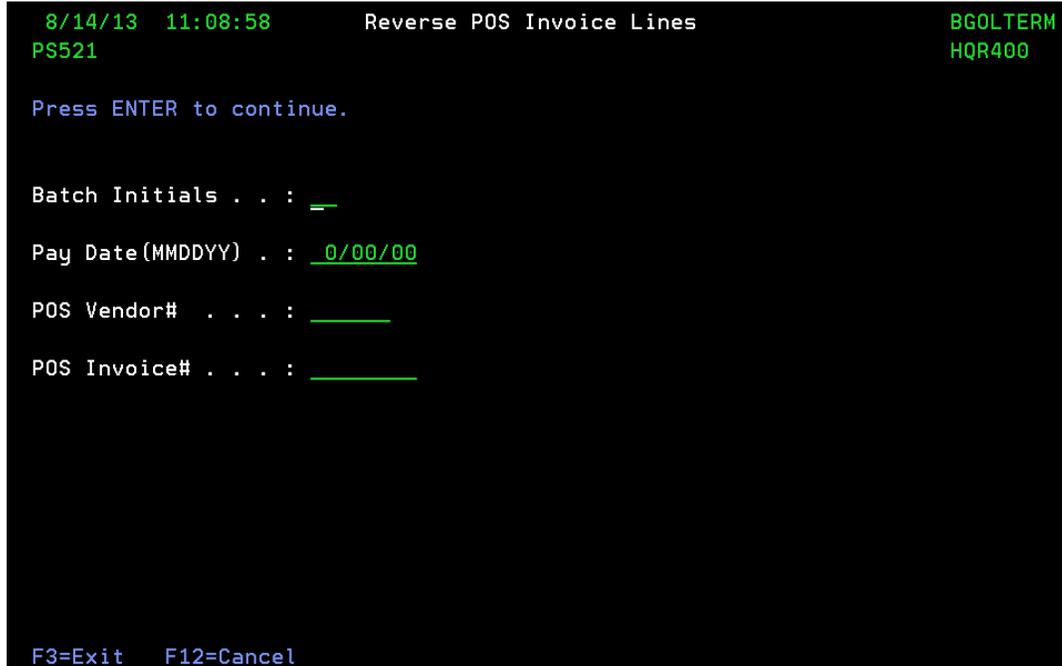


Figure 1 Reverse POS Invoice Lines Invoice Selection screen

- The entered batch initials will be used during the edit and accrual to allow the user to process only the invoices in the batch.
- The entered pay date will be used when processing a check run to allow selection of only those invoices with pay dates less than or equal to the entered pay date.
- The POS Vendor number and POS Invoice number will select the invoice you want to work with.

3. Press ENTER.

An error message will display if a vendor and invoice number selection meet the exception criteria listed on page one.

Exception messages include:

- Invoice is not paid; reversal is not allowed.
- This is a Contract Invoice; reversal is not allowed.
- Invoice is in Deleted Status; reversal is not allowed.
- No matching record found. (Credit invoices, incorrect entry, or invoices where every line has already been reversed will trigger this message.) Reversal is not allowed for Invoice Type: DC, RV, or PA. (These invoice types indicate a Denti-Cal invoice, a reversal invoice, or a payment adjustment invoice, respectively.)
- Reversal is not allowed for invoice older than fiscal year CCYY (where CCYY equals the current 2nd prior year).
- Reversals not allowed for trust invoices.

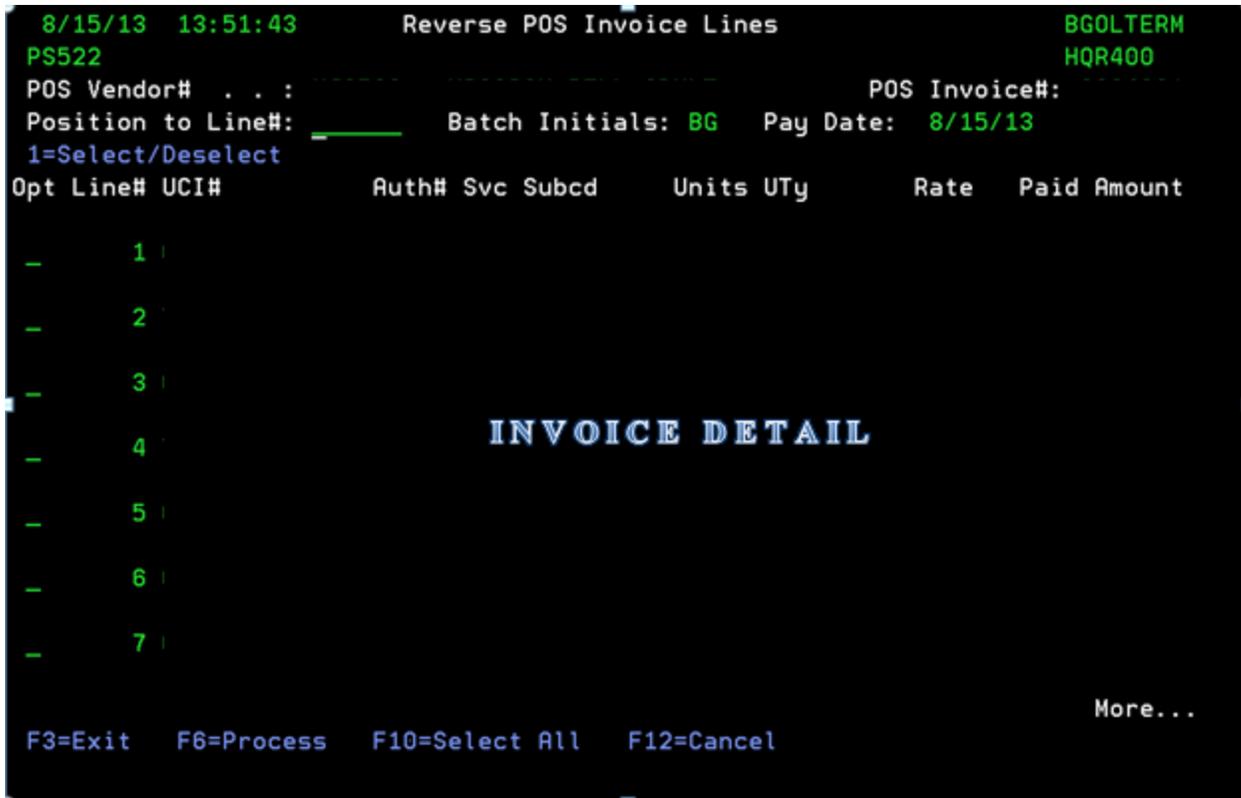


Figure 2 Reverse POS Invoice Lines - invoice detail selection screen

The next screen allows the user to select POS invoice detail lines to reverse. Invoice detail lines that are in a deleted status or already reversed will not be displayed.

To select a line to reverse,

- a. Enter a 1 on the option line preceding the line number and press ENTER.
- OR-
- b. To select all invoice lines, press F10.

Note: To deselect a line, enter a 1 on the option line preceding the line number and press ENTER.

4. To process the selected lines, press F6.

The user will be taken to the next screen where only the selected invoice lines are displayed

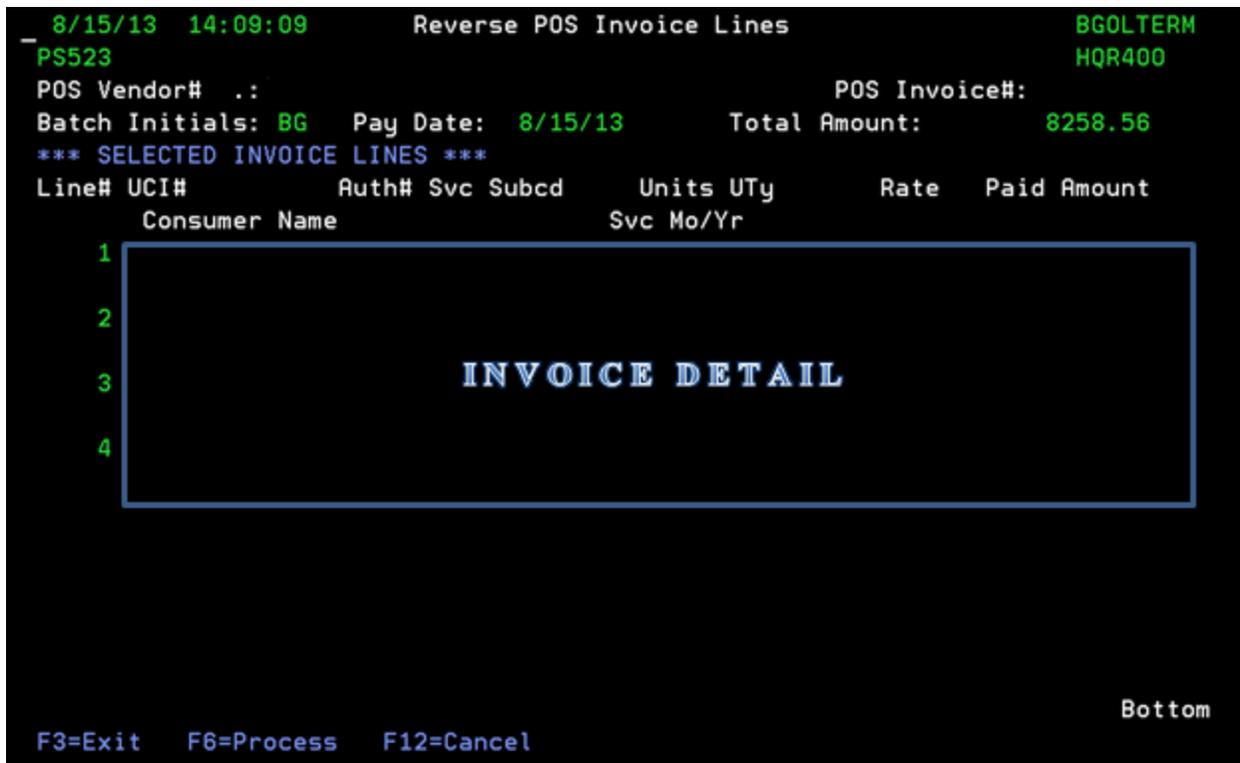


Figure 3 Reverse POS Invoice Lines final screen

5. Press F6 again to complete the process.

This creates the PS525R1 “Reverse POS Invoice Lines Report” and a credit invoice. The report will include:

- The vendor number, original invoice number, the invoice number of the newly created invoice and the invoice lines reversed with a reference to the original line number.
- Keep track of this report; the invoice number of the newly created invoice is the invoice number to enter when reissuing an invoice line.
- Printer control is available for this report.

The credit invoice is available for further processing.

To complete processing of reversal invoices:

6. Edit the invoice using PSME23 Option 4. *Edit Invoices.*
 7. Accrue the invoice using PSME23 Option 5. *Accrue Invoices.*
 8. If you wish to offset a current payment, complete processing by issuing a check or electronic funds transfer using UFS menu PSME24 *A/P Services Check* Options 1 through 3.
- OR-
- If you wish to complete the payment without issuing a payment or typing a check, use PSME25 Option 10. *Post Accrual Manual Check Processing.*

Additional Information:

- One or all invoice lines may be reversed at a time.
- Invoice lines can be reversed from the same invoice in multiple batches until there are no active invoice lines left to reverse.
- Users may use this process to reverse an entire invoice by selecting all of the invoice lines instead of using the *Delete Invoices* program on PSME23 Option 10. The benefit of this method is that the credit invoice can be processed through a regular check run or EFT disbursement batch to offset current payments.
- If an invoice line has been reversed in error, delete the invoice line and zero out the authorization number, units and dollars. Otherwise, do not change the units or dollar amounts; they must be an exact reversal of the original invoice.
- Once a reversal invoice has been created, even if it has not been paid, a new reversal invoice cannot be created.

Important Note: If the payment is to be reissued, be aware that if the amount exceeds the remaining encumbrance for the period, the reversing invoice must be “paid” before a turnaround invoice is reissued. Failure to complete processing of the reversal invoice prior to generating the new turnaround invoice will result in a turnaround invoice with an insufficient authorized amount to complete processing in the eBilling application. (If the service code has been set up in the eBilling application to allow billing over the authorized amount, then it will allow all invoices with that service code to be billed over the authorized amount. This is not a recommended setting.)

ICF SPA Information:

This process is recommended to remove non-contract invoice lines appearing on the report SC109R1 *ICF Billing Error Report* that have an error 12 (attendance information not found for the consumer).

A regular credit invoice will not take the original invoice off of the error report and, in fact, will compound the problem by adding the credit invoice to the error report. When the invoice line is reversed using this process, the original error will be removed from the error report and the invoice can be reissued with the added attendance.

Reversed transactions will be included in the regular transactions area of the ICF SPA bill, the claim amount will be negative and the units positive. If a day program invoice that has been billed to the ICF SPA is reversed and not reissued before the state claim is processed and there was a transportation service billed to the ICF SPA, the transportation service will automatically reverse on the same claim that the day program was reversed. Transactions that automatically reverse will be found in the reversed transactions section of the ICF SPA invoice. These transactions will have negative claim amounts and negative units. If the day program service is paid at a later date, the transportation claim will be automatically reinstated.